

UNITED STATES DEPARTMENT OF STATE

*Bureau of Educational and Cultural Affairs
Office of Academic Programs
Study of the U.S. Branch*

**STUDY OF THE UNITED STATES INSTITUTES FOR SCHOLARS
AND SECONDARY EDUCATORS**

Reference Number: ECA/A/E/USS-10-02-04

Project Objectives, Goals, and Implementation (POGI)

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the **Office of Academic Programs**, for the **Study of the United States Institutes for Scholars and Secondary Educators**. Proposals must conform to the letter of RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the RFGP, the RFGP is to be the dominant reference.

The deadline for this open competition is **Thursday, December 3, 2009**. For further information regarding the RFGP and other solicitation documents, please contact Brendan M. Walsh in the Branch for the Study of the United States at: (202) 632-3340 or WalshBM@state.gov.

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SECTION 1. STATEMENT OF WORK

A. Awardee Institution Responsibilities

Specific responsibilities will include the following:

1. Providing programmatic and administrative oversight of the specified institute;
2. Coordinating logistical and administrative arrangement for participants such as pre-departure information, airport pick-up and drop-off, domestic travel, oversight of the overall program and all participants, medical treatment, and the disbursement of program funds;
3. Conducting an evaluation program that links outcomes of the project to stated program goals and objectives;
4. Providing participants with follow-on guidance and resources to further their research into topics examined during and after the conclusion of the institute, including regularly contributing to the Forum designed specifically for the subject institute within the Study of the United States Institutes online alumni community;
5. Managing all ECA and other funds for this activity, including submitting required financial and program reports to ECA; and,
6. Informing ECA about the administration of the program, any problems or deficiencies, and the progress of necessary corrective action.

Proposals should discuss the institution's capacity to successfully manage this international exchange program, including institutional strengths such as faculty, libraries, relevant departments, and major administrative units. Proposals should include a staffing pattern that details how staff will share responsibilities. The awardee institution must designate an **academic director** to be present throughout the program to ensure the integration of all aspects of the academic program. The academic director will plan and implement the program, oversee its day-to-day management, and monitor program participants. The academic director should address the group on a regular basis in order to ensure that topics, presentations, and activities are tied together and woven into "the bigger picture."

During the initial academic session, the academic director should provide participants with a concise overview of the institute program, including its principal objectives and major themes. This part of the program should introduce participants to the academic disciplines most germane to the institute's thematic focus, survey the major schools of thought and interpretation, and examine current debates within the disciplines. For this reason, it is important that the program's academic director be a scholar in the institute's governing discipline and be present throughout the program in order to provide the necessary intellectual continuity.

In addition, an **administrative director or coordinator** should oversee all program support services, including budgetary, logistical, and other administrative arrangements. This person will be ECA's primary point of contact and the principal liaison between ECA and the host institutions. Other staff may be designated as appropriate. Graduate student assistants may be employed to carry out clerical duties and to assist with the day-to-day concerns and needs of participants, but should not be

the principal point of contact for participants' administrative concerns.

B. Department of State Responsibilities

Specific responsibilities will include the following:

1. Providing advice and assistance to the awardee institution and institute staff at all times;
2. Coordinating all communications with participating U.S. Embassies, Consulates, and Fulbright Commissions, including the recruitment and selection of participants. U.S. Embassies and Fulbright Commissions will nominate participants. The Branch for the Study of the United States will make final selections and forward the final list of participants to the awardee institution(s). The awardee will not participate in the selection of participants.
3. Issuing participant DS-2019 forms for this program, and issuing the participants' J-1 visas. Complete regulations governing the administration of Exchange Visitors (J) programs are available at <http://exchanges.state.gov> or from:

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/D
SA-5, Floor C2
Department of State
Washington, DC 20522-0582

4. Enrolling the participants in an accident and sickness health benefits program for the duration of the institute. The program office will instruct the awardee institution how to access informational brochures and claim forms, and will issue health benefits identification cards for each participant.
5. Purchasing international round trip travel for participants and disbursing travel allowances prior to departure to the United States.
6. Exercising oversight through regular communication with the awardee institution and one or more site visits; and,
7. Conducting a formal debriefing session with the participants during their Washington, D.C. visit.

SECTION 2. PROGRAM SPECIFIC GUIDELINES

A. Program Dates

The institute should last 44 days (including arrival and departure days), should begin no sooner than June 1, 2010 and conclude no later than August 31, 2010. To insure adequate time for the awardee institution to make pre-program arrangements, the Bureau will make every effort to award the approved cooperative agreement in a timely fashion, pending a FY-2010 appropriation from Congress.

B. Participants

Institute participants will consist of experienced foreign scholars and university faculty and practitioners whose professional assignments require significant knowledge of their particular field of U.S. studies. Participants will be drawn from all regions of the world and will be fluent in the English language. They will be seeking to increase their knowledge of American life in order to enhance their professional knowledge and scholarship, and to improve courses they may teach on the United States in universities and other educational, training, and research institutions abroad.

Participants may come from educational institutions where the study of the United States is relatively well-developed, or they may be pioneers in this field within their home institutions. Some participants may have had sustained professional contact with American scholars and American scholarship, but likely will have had limited prior study and travel experience in the United States. Participants will be varied in terms of age, professional position, and travel experience abroad. In all cases, participants will be accomplished educators, scholars or practitioners who will be prepared to participate in an intellectually rigorous academic seminar that offers a collegial atmosphere conducive to the exchange of ideas.

C. Program Overview

The Bureau of Educational and Cultural Affairs of the U.S. Department of State (DoS) invites a proposal submission for the design and implementation of the following three, separate, six-week, post-graduate level Study of the United States (U.S.) Institute programs for foreign educators, scholars, and other professionals:

The Study of the U.S. Institute on U.S. Culture and Society should provide a multinational group of 18 experienced and highly-motivated foreign university faculty and other specialists with a deeper understanding of U.S. society, culture, values, and institutions. The Institute should examine the ethnic, racial, economic, political, and religious contexts in which various cultures have manifested themselves in U.S. society, and the ways in which these cultures have influenced both social movements and historical epochs throughout U.S. history. The program should draw from a diverse disciplinary base, and should itself provide a model of how a foreign university might approach the study of U.S. culture and society. One award of up to \$290,000 will support this Institute.

The Study of the U.S. Institute on Journalism and Media should provide a multinational group of 18 experienced and highly-motivated foreign journalism instructors and other related specialists with a deeper understanding of the roles that journalism and the media play in U.S. society. The Institute should examine the rights and responsibilities of the media in a democratic society, including editorial independence, journalistic ethics, legal constraints, foreign policy issues, and media business models. The Institute should include strategies for teaching students of journalism the basics of the tradecraft: researching, reporting, writing, and editing. The program should also highlight technology's impact on journalism, addressing the influence of the Internet, the globalization of the news media, the growth of satellite television and radio networks, and other advances in media that are transforming the profession. One award of up to \$290,000 will support this Institute.

The Study of the U.S. Institute for Secondary Educators should provide a multinational group of

30 experienced secondary school educators (teachers, teacher trainers, curriculum developers, textbook writers, or education ministry officials) with a deeper understanding of U.S. society, education, and culture – past and present. The Institute should be organized around a central theme or themes in U.S. civilization and should have a strong contemporary component. Through a combination of traditional, multi-disciplinary, and interdisciplinary approaches, program content should be imaginatively integrated in order to elucidate the history and evolution of U.S. educational institutions and values, broadly defined. The program should also serve to illuminate contemporary political, social, and economic debates in American society. One award of up to \$360,000 will support this Institute.

All sessions throughout each of the three programs should allot sufficient time for a collegial exchange of views between and among participants, lecturers, and panelists. Discussion should be encouraged not only through question and answer sessions but also through organized debates, roundtables, and other formulae that allow participants to actively consider and discuss the ideas being presented.

In order to give participants a multi-dimensional view of U.S. society and institutions, organizers are expected to invite prominent individuals from outside institutions as guest speakers. This should include relevant professionals and practitioners outside the academy, i.e., experts from government, the media, professional and cultural organizations, and community groups who can bring a special perspective to the issues being discussed. Efforts should be made to maximize interaction between participants and presenters during each classroom session. Separate budget items (e.g. honorarium, per diem, travel) may be included for this purpose, per attached sample budget.

D. Academic Residency Program

The Institute should include a four-week academic residency component and an academic study tour (not to exceed two weeks) that directly complements the academic residency program. Applicants are encouraged to design creative, thematically coherent programs that draw upon institutional strengths, including faculty and other resources, and upon recognized scholars and other experts from throughout the United States. The academic residency component should be a specially designed and well-integrated seminar that imaginatively combines lectures, discussions, readings, debates, and site visits and regional travel into a coherent program. It must not replicate an existing lecture course, survey, or graduate seminar designed for American degree candidates.

Applicant institutions must provide a comprehensive narrative describing the program objectives, the subject of each session, and how each session relates to the overall program theme. There also should be calendar of all program activities. The overall program should be supported by a bibliography and a syllabus that indicates the subject of each class session and explains how assigned readings and other materials support the session. Presenters should represent diverse backgrounds, viewpoints, and occupational fields. Proposals will be judged on their completeness, coherence, clarity, and attention to detail.

Early in the program, participants should have the opportunity to present their own research interests, work, and/or educational and cultural aspects of their home countries to their fellow participants, with American host faculty, and other Americans. It is **strongly recommended** that as many of the

planned presenters as possible attend these sessions.

E. Independent Research/Free Time

The Institute should provide opportunities for limited but well-directed independent research. Participants should have the equivalent of one day a week (excluding weekends) to pursue individual research interests, curriculum development projects, or to catch up on assigned readings. Host institution faculty from departments related to the participants' scholarly interests should be available to offer advice on their individual research projects and to help facilitate their access to resources. Given the likely demands of the Institute schedule, participants should be made aware that opportunities for extensive research necessarily will be limited.

Participants should have sufficient free time outside the academic sessions to pursue individual interests, such as socializing with American peers, exercising, and relaxing. Awardee institutions should provide full access to library facilities, local and national periodicals, radio and television, and computers with internet access. Participants also should have opportunities to attend cultural events, such as concerts, sporting events, and formal or informal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds.

F. Housing and Meals

In general, the quality of housing should be equivalent to what senior U.S. faculty would regard as acceptable accommodations were they to spend extended time on campus as guests of the university. Housing may be in faculty residences, graduate dormitories, or other suitable locations. **Each participant should have a private bedroom during the residency portion, and no participant should be asked to share a bathroom with more than one or two others.** Because of the greater costs involved, the awardee institution may wish to ask participants to select a roommate for the study tour segment. Accommodations should respect each participant's privacy and comfort, and be conducive to study and relaxation.

If possible, participants should have access to kitchen facilities in their own rooms or in a common room. A combination of a cash allowance for food and a cafeteria meal plan is strongly recommended to permit participants to cook or eat at local restaurants. In many cases, participants may experience difficulties with American eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Institute staff should be prepared to discuss such problems with the participants and seek solutions.

G. Study Tour

The two-week study tour should include travel to one or two other regions of the United States outside of the host institution and should complement and reinforce the academic residency portion of the Institute. This should include a 3-4 day concluding program in Washington, D.C. The concluding visit to Washington, D.C. will include a three-hour debriefing session at the Department of State. The trip to Washington, D.C. also should involve substantive briefings by professionals from the Department of State, other relevant U.S. government agencies, and private institutions. If appropriate, the study tour segment may be interspersed with the residency portion of the program,

though the total time allotted for this purpose may not exceed two weeks.

The study tour must be arranged and conducted by the academic director and principal project staff. Staff taking part should be identified in the proposal to the greatest extent possible. Staff qualifications for participating on the study tour must be fully explained. The proposal must clearly specify the study tour sites, which should include travel to not more than two additional regions of the United States, one of which should be distinctly different in geography and culture from that of the host institution.

If the Washington, D.C. visit or any other study tour city coincides with the end of the program, the host institution may wish to allow participants to leave for their home countries directly from that site, without returning to the host institution. Such planning also might serve to reduce domestic travel costs.

Please note: *The Branch for the Study of the United States may request that the awardee modify the academic residency and/or educational travel program. Similarly, the awardee institution, in consultation with the Branch for the Study of the United States, may also wish to make program modifications. For further information regarding this program or the RFGP, please contact Brendan M. Walsh in the Branch for the Study of the United States at: (202) 632-3340 or WalshBM@state.gov.*

Alumni Tracking and Follow-on Activities

All proposals should provide a plan for continued follow-on activity (with minimal Bureau support) that ensures that Bureau-supported programs are not isolated events. Alumni tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni.

Proposed follow-on activities for alumni must be developed in close consultation with ECA and PAS, must reflect the goals and objectives of the program, and must contribute to overall ECA goals to foster mutual understanding among the people of the target countries and the United States. Proposals should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, and a description of how long-term linkages with alumni will be fostered and maintained. Applicant institutions should explain how these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please visit <http://exchanges.state.gov/pro-admin.html> and refer to the Proposal Submission Instructions (PSI) for additional information.

SECTION 3. BUDGET

All budget guidelines must be followed. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits.

Please be sure to include a **Summary Budget** on a separate page before the line-item budget. The

Summary Budget should clearly indicate the following:

	ECA	Cost Sharing	Total
PROGRAM COSTS			
Program Costs Per Participant			
ADMINISTRATIVE COSTS			
Administrative Costs Per Participant			
TOTAL COSTS			
Total Costs Per Participant			

The following is a sample budget and explanation of specific budget categories and line items. Unless otherwise indicated, each of the line items should appear in the proposed budget. You are urged to be as detailed and specific as possible, adding line items if needed.

<i>Item</i>	Gov't Funds Requested	Cost Sharing	Total Budget
I. ADMINISTRATIVE COSTS			
A. Direct costs <i>(Salaries, benefits, support services and staff)</i>			
1. Salaries			
a. Person One <i>(for each person, list title, e.g. Project Director)</i>			
b. Person Two			
c. Person Three			
d. <i>Add as many lines as necessary</i>			
2. Fringe Benefits			
a. Person One			
b. Person Two			
c. Person Three			
d. <i>Add as many lines as necessary</i>			
B. Other Direct Expenses <i>(telephone, fax, postage, copying, printing, office supplies, etc.)</i>			
Subtotal of Direct Costs			
C. Indirect Costs			
Total Administrative Costs			
II. PROGRAM COSTS			
A. General Program Costs <i>(costs that do not vary according to the number of participants)</i>			
1. Honoraria <i>(Except for special circumstances, honoraria for speakers who are not being compensated on a salaried basis should not exceed \$250/day per speaker)</i>			
a. Speaker One <i>(Name; Rate times # days)</i>			

Item	Gov't Funds Requested	Cost Sharing	Total Budget
b. Speaker Two (<i>Name; Rate times # days</i>)			
c. <i>Add as many lines as necessary</i>			
2. Per diem for guest speakers – where applicable (<i>Per diem costs for guest speakers should not exceed prevailing U.S. government rates</i>)			
a. Speaker One (<i>Name; Rate times # days</i>)			
b. Speaker Two (<i>Name; Rate times # days</i>)			
c. <i>Add as many lines as necessary</i>			
3. Films/educational materials (<i>Film and video rentals, educational materials and other curricular needs for the program, as appropriate.</i>)			
4. Web Hosting (<i>Costs associated with publishing the institute website – <u>not</u> to include salary for the webmaster, which should be included under administrative costs, above.</i>)			
5. Ground Transportation (<i>Participant airport transfers upon arrival and departure, bus or van rentals, taxis, etc.</i>)			
6. Working luncheons / Farewell dinner (<i>Only two events are allowable for direct U.S. government support.. Staff of the Department of State and salaried institute staff attending this event will be expected to pay for the first \$7.50 of this expense. Cost of any additional events must be absorbed by the awardee institution. Please specify events [up to 2 maximum for USG support] and indicate cost per person.)</i>)			
7. University Staff Escort Per Diem costs (<i>Rates may not exceed established U.S. government per diem rates.</i>)			
a. City One Per diem (<i>please name</i>) (<i>Rate times # of escorts times # of days</i>)			
b. City Two Per diem (<i>please name</i>) (<i>Rate times # of escorts times # of days</i>)			
c. <i>Add as many lines as necessary</i>			
8. Optional One day pre-program staff briefing in Washington, D.C. for program director and/or key administrative staff member			
a. Round trip airfare (<i>Fare times # persons</i>)			
b. Per diem (<i>Rate times # persons</i>)			
9. Study of the United States follow-on activities, including staff travel (<i>maximum \$1,500</i>)			
10. \$100 Incidental Briefing Expense for DoS meeting			
Subtotal Section II A (General Program Costs)			

Item	Gov't Funds Requested	Cost Sharing	Total Budget
B. Per Participant Program Costs <i>NOTE: Total per diem rate (lodging, meals and incidentals) may not exceed established U.S. government per diem rates. While on-campus and study tour <u>housing</u> costs may well fall below USG rates, where feasible, each participant should receive the maximum U.S. government established allowance for meals and incidental expenses for each location throughout the program. U.S. government per diem rates may be found online at the following site: www.gsa.gov/perdiem</i>			
1. Academic Residency Per Diem			
a. Lodging <i>(Rate times # days times # participants)</i>			
b. Meals & Incidentals <i>(Rate times # days times # participants)</i>			
2. Tour Per Diem By City <i>(In order to keep costs down, organizers may wish to house two participants in each room for the tour segment.)</i>			
a. City One Per Diem <i>(please specify name of city)</i> <i>(Rate times # nights times # participants)</i>			
b. City Two Per Diem <i>(please specify name of city)</i> <i>(Rate times # nights times # participants)</i>			
c. Add as many lines as necessary			
3. Required institute textbooks and materials purchased in for participants			
4. Participant Personal Book / Cultural Allowance <i>(A suggested \$600 per participant for the purchase of U.S. studies books and materials of personal / professional use, and for admissions to cultural events of personal interest.)</i>			
5. Participant Admissions <i>(In addition to item 4 above, cultural activities planned for the group as part of the institute program, either during academic or study tour segments – please indicate cost times # participants)</i>			
6. Certificates of Participation <i>(please specify cost times # participants)</i>			
7. Participant Personal Mailing Allowance <i>(A maximum of \$450 per participant to cover costs of shipping program related books and materials)</i>			
8. <u>Optional Pre-Departure Mailing</u> <i>(in case the awardee institution chooses to mail books /materials to the participants prior to the program, please specify amount times # participants)</i>			
9. Tax withholding requirements <i>(if applicable)</i> <i>(All of the amounts listed in the line items above should be the totals <u>after</u> any applicable taxes have been withheld. Please include in <u>this</u> line item any taxes to be withheld.)</i>			
Subtotal Section II B (Participant Program Costs)			

<i>Item</i>	Gov't Funds Requested	Cost Sharing	Total Budget
C. U.S. Domestic Travel (Air, Rail, Bus) NOTE: All international travel that originates or terminates in the United States, as well as U.S. domestic flights must be on a U.S. carrier, when possible. This applies to participants, university escorts, guest speakers and program staff. Specific information on this is available in the attached PSI.			
1. University Escort travel <i>(include detailed listing of airfare for the study tour and return to residence – indicate fare times # escorts)</i>			
2. Participant Travel during Study Tour <i>(Indicate fare rate times # participants)</i>			
3. Guest Speaker Travel			
Sub-total Section II C			
Total Program Costs (Section II - A, B and C)			
Total Institute Costs (Sections I and II)			

Following the line-item budget, please include a **Budget Narrative** that concisely explains how costs were calculated and the rationale for including them in the budget. Proposals should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs.

Applicant institutions should attempt to maximize cost-sharing throughout the program by enlisting the support of the U.S. private sector, including foundations and corporations. The Bureau reserves the right to reduce, revise, or increase proposal budgets based on program needs and the availability of U.S. Government funding.

SECTION 4. REVIEW PROCESS

All technically eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to a Bureau grant panel for advisory review. Proposals also may be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

REVIEW CRITERIA

Technically eligible applications will be reviewed competitively according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

1. **Quality of Program Plan and Ability to Achieve Program Objectives:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Objectives

should be reasonable, feasible, and flexible. Proposals should demonstrate clearly how the institution will meet the program's objectives and plan.

2. **Support for Diversity:** Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, presenters, and resource materials).

3. **Evaluation and Follow-Up:** Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique and description of the methodology used to link outcomes to original project objectives are strongly recommended. Proposals also should discuss provisions made for follow-up with returned participants as a means of establishing longer-term individual and institutional linkages.

4. **Cost-effectiveness/Cost-sharing:** The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support, as well as institutional direct funding contributions.

5. **Institutional Track Record/Ability:** Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.

SECTION 5. APPLICATION SUBMISSION

A. Proposal Contents

Applicant institutions should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity to meet with reviewing officials, all proposals should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposal should address succinctly, but completely, the elements described below and must follow all format requirements. Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program

3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In twenty double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (orientation, academic component, cultural program, participant monitoring, lessons learned)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission

1. Budget Information – Non-Construction Programs (SF-424A)
2. Detailed Budget (list allowable costs and any other program specific budget issues.)

TAB E

Letters of endorsement

Resumes

Resumes of all new staff should be included in the submission. No resume should exceed two pages.

TAB F

1. SF-424B, "Assurances - Nonconstruction Programs".
2. First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to interim and final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4. Include other attachments, if applicable, i.e. the SF-LLL form, etc.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State
Program Management Division
ECA-IIP/EX/PM
Ref. #: ECA/A/E/USS-10-02-04
SA-5, Floor 4
Department of State
Washington, DC 20522-0504

B. Application Submission

The RFGP provides detailed instructions regarding the shipment and deadline for submission of your proposal. For further information regarding this program call Brendan M. Walsh at (202) 632-3340, ECA/A/E/USS; email: WalshBM@state.gov.